

**MICHIGAN DEPARTMENT OF CIVIL SERVICE  
JOB SPECIFICATION**

**WILDERNESS INSTRUCTOR MANAGER**

**JOB DESCRIPTION**

Employees in this job direct subordinate wilderness instructor staff and youth group leader staff. The employee coordinates and directs the performance of a variety of activities in a residential care facility and wilderness setting. The employee, under general supervision, exercises considerable independent judgment to adapt and apply guidelines, methods, and procedures to specific situations. The employee may also direct the activities of a treatment team, either directly or indirectly. The work requires thorough knowledge of the laws, policies, procedures, and regulations governing youth care programs, and thorough knowledge of programs involving wilderness survival elements, including rock climbing. Considerable knowledge of supervisory techniques, personnel policies, and procedures is also required. Work assignments stem from the demands of the wilderness program design, in addition to those resulting from discussions with managerial colleagues.

There is one classification in this job.

**Position Code Title – Wilderness Instructor Manager-2**

**Wilderness Instructor Manager 13**

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a standard work area receiving executive direction.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

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Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence.

Determines wilderness instruction program needs.

Oversees the creation and development of a physically and emotionally safe environment for delinquent youths to participate in a variety of selected wilderness activities on a year-round basis.

Assumes responsibility for the administration and programming for a specific program.

Plans, organizes, directs, coordinates, and evaluates treatment and training delivery.

Monitors and ensures appropriate staffing needs.

Participates in planning the physical and therapeutic environment to meet the needs of youths and personnel, as required.

Reviews treatment team plans for developing both individual and group treatment goals and objectives; then implements treatment strategies in both the residential and wilderness setting.

Provides guidance to groups of delinquent youth in the development of wilderness skills, including rock climbing, camp crafts, orienteering, first aid, back packing, cross country skiing, snow shoeing, etc.

Reviews written and verbal reports to the treatment team on the progress made by individuals and the group in achieving their treatment goals and objectives during wilderness trips.

Reviews and approves trip itinerary, oversees equipment checks, and ensures that additional equipment is secured when necessary, to enable operation of safe wilderness trips.

Provides experiential education training for residential care staff.

Conducts team building activities, both within the Family Independence Agency and other human service organizations.

Conducts experiential wilderness trips for non-Nokomis youth groups.

Develops safety and program standards for experiential education activities in juvenile institutions.

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Oversees training of experiential education activities in the juvenile institutions.

Monitors and evaluates experiential education in the juvenile institutions to ensure compliance with safety and program standards.

Performs related work appropriate to the classification as assigned.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Through knowledge of the problems and behavior patterns of delinquent youth.

Through knowledge of delinquent subculture.

Through knowledge of group dynamics and treatment processes.

Through knowledge of crisis intervention, conflict resolution, and group management processes.

Through knowledge of camp crafts, orienteering, first aid, backpacking, cross-country skiing, rock climbing, and spelunking.

Through knowledge of cooperatives and initiatives.

Through knowledge of cognitive behavior principles.

Some knowledge of training and supervisory techniques.

Some knowledge of personnel policies and practices.

Some knowledge of labor relations.

Some knowledge of equal employment opportunity and affirmative action policies and practices.

Ability to supervise others.

Ability to instruct, direct, and evaluate employees.

Ability to assess the knowledge, skills, and abilities of subordinate staff in all program areas.

Ability to implement group treatment dynamics.

Ability to relate with peers and delinquent youth.

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Ability to document observed behaviors and to prepare reports related to the work assigned.

Ability to teach the fundamental skills in camp craft, orienteering, first aid, backpacking, cross country skiing, rock climbing, and spelunking.

Ability to create a physically and emotionally safe wilderness experience for delinquent youth.

Ability to work under pressure and stressful circumstances.

Ability to physically perform the work associated with wilderness program activities.

Ability to communicate effectively.

Ability to maintain favorable public relations.

### **Working Conditions**

Additionally, work related to the wide range of year round wilderness activities, such as camping, hiking, skiing, canoeing, and rock climbing requires the application of methods, practices, procedures, policies, and regulations associated with the specific activities.

Some jobs require an employee to work in adversarial situations.

Some jobs require an employee to work on high structures.

Some jobs require an employee to be exposed to inclement weather conditions.

Some jobs require an employee to work outdoors as well as in an office.

Some jobs require an employee to work where there is a significant chance of injury.

### **Physical Requirements**

The job duties require an employee to bend, stoop, reach, or stand, extended periods.

The job duties require an employee to climb high structures at heights (50' to 500').

The job duties require an employee to walk and/or stand for extended periods.

The job duties require an employee to work under stressful conditions.

The job duties require an employee to move heavy objects.

The job duties require an employee to traverse rough terrain.

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The job duties require an employee to direct and participate in outdoors-recreational activities with juveniles from courts.

### **Education**

Possession of a master's degree in experiential education, therapeutic recreation, outdoor recreation, criminal justice, social work, psychology, special education teaching, or social welfare.

### **Experience**

Four years of full-time professional experience in wilderness instruction, special education teaching, counseling, recreational therapy, or survival instruction, including two years of experience equivalent to the Wilderness Instructor P11.

### **Special Requirements, Licenses, and Certifications**

Completion of the probationary period will be dependent upon meeting certification requirements.

Must obtain within six months of appointment, and keep current, CPR certification, First Responder certification, and Life Guarding certification.

Must be able to pass the appropriate Nokomis Performance Test.

Ability to obtain a valid Michigan driver's license.

Possession of the commercial driver's license (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

### **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

<b><u>Job Code</u></b>	<b><u>Job Code Description</u></b>
WILDINMGR	Wilderness Instructor Manager

<b><u>Position Title</u></b>	<b><u>Position Code</u></b>	<b><u>Pay Schedule</u></b>
Wilderness Instructor Manager-2	WILNMGR2	NERE-142